



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: November 5, 2015

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Posting No.: 333-15

☐ Interested individuals who meet the stated requirements

TITLE: Senior Clerk Typist

SALARY: \$29,191.57 - \$40,569.46

LOCATION: Classification Unit, New Jersey State Prison, Trenton NJ

JOB DESCRIPTION: Under supervision, performs typing and other related clerical work requiring the exercise of independent judgment and a working knowledge of department rules, regulations, and policies, and/or has charge of the work of a small group of clerk typists, and/or has charge of the designated phase of the typing work of the department; does related work as required.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in clerical work including typing.

NOTE: Successful completion of a clerical training program with a minimum of *700 clerical training hours or *30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER, *AND COPY OF DEGREE OR TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN November 20, 2015.

Forward Response To:

Lisa Gaffney, Manager, Human Resources
Regional Personnel Services, Region 6
Office of Human Resources
P.O. Box 863
Trenton, NJ 08625-0863

**Emailed resumes are to be
sent only to:**

Civilian.Recruitment@doc.nj.gov

The New Jersey Department of Corrections is an Equal Opportunity Employer